3-05/030.20 - Travel Expense Limitations

Claims for expenses under this section shall affect members who have approved travel requests and members approved by the Department to transport prisoners out-of-county. Certain designated temporary duty assignments may qualify for expense reimbursement. Expenses, rates for transportation, meals, and lodging are established by the Board of Supervisors and are available through Fiscal Administration.

Other expenses under the Los Angeles County Code may be claimed when members qualify. In all cases, when a member qualifies for expense reimbursement and upon completion of the trip, an Expense Claim (76E928) shall be prepared in duplicate listing actual expenses, approved by the unit commander and then submitted to Fiscal Administration. The expense claim shall be accompanied by **original** receipts for all monies spent for tuition, transportation, lodging, and any miscellaneous expenses.

If the original receipts or above-mentioned form are not attached when the claim is submitted, the expense claim may be disallowed.